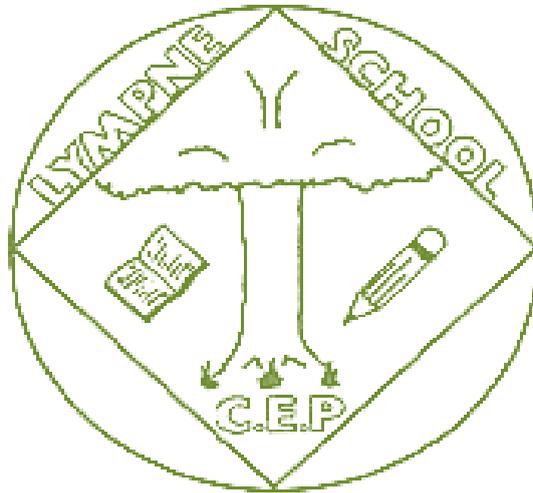


Governors' Allowance Policy



“Our whole school working together to provide a high quality education and a safe, caring, challenging learning environment based on our Christian values where every individual is celebrated and prepared for life in an ever changing world.”

This policy was approved by the Governing Body on

Signed Date
(Chair of Governors)

Signed Date
(Head Teacher)

Lympne Church of England Primary School

Lympne Church of England Primary School is a Church of England Voluntary Controlled Primary School catering for children between the ages of 4 and 11 years. The school prides itself on being a church school with 5 specific values (Forgiveness, Friendship, Love, Respect and Perseverance) based on the fundamental beliefs in one God, Jesus Christ, the Holy Spirit and the Anglican tradition.

1. Policy Purpose

We believe that the governing body plays a key role in the success of the school. Individual governors should not be deterred from playing their full part because of incidental costs.

2. Introduction

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 Departmental advice for school leaders and governing bodies of maintained schools and management committees of PRUs in England states that:

School governors provide a voluntary service, and cannot be paid for their role as a governor. But they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as governor. Where the board has a delegated budget, whether to pay allowances and what allowances might reasonably be paid are matters for the board to decide. Where a board does not have a delegated budget, allowances and expenses may be paid by the local authority at a rate determined by them

3. General Principles

Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings. Travel expenses must be at a rate not exceeding the HM Revenue and Customs (HMRC) approved mileage rates which are changed annually and are on HMRC website. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.

At the full governing body meeting held on 15 December 2017 it was agreed that the following expenses could be claimed.

4. Expenses

- childcare or babysitting where costs are incurred at a rate of £5 per hour
- care arrangements for a dependent (as above) at a rate of £5 per hour
- support for governors with special educational needs (e.g. audio equipment)
- travelling costs at the standard KCC rate
- Up to £10 per term for telephone charges, photocopying, stationery, etc.
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The Governing Body at Lympne CEP School acknowledge that:

- Governors may not be paid attendance allowances;
- Governors may not be reimbursed for loss of earnings.

Lympne Church of England Primary School Governors' Allowance Policy December 2017

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Office), attaching receipts where possible, and return it to the School within 2 weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors.

Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent.

Lympne Church of England Primary School Medical Needs Policy December 2017

Appendix 1

Governor Expense Claim Form

Name:	Name of School:
Address:	Date:
Post Code	Claim Period

I claim the total sum of £_____ for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed _____ Date _____

<u>claim</u>	£
Child care/babysitting expenses	
Care arrangements for an elderly or dependent relative	
Support for governors with special needs	
Support for governors whose first language is not English	
Travel to meetings/training courses	
Telephone charges	
Postage	
Photocopying	
Stationary	
Other (please state)	
Total expenses claimed	

This form should be submitted to the Chair of Governors.